



Quick Reference Guide 6

PowerPoint 2013 for Windows

Creating Slides with Charts



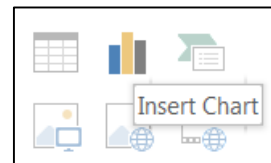
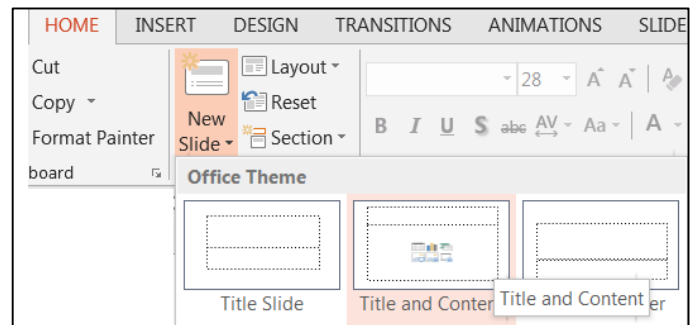
This quick reference guide walks through steps to create slides with Charts. To create slides with tables, see the quick reference guide PowerPoint 2013 for Windows QRG5 – Creating Slides with Tables. To create slides with SmartArt, see the quick reference guide PowerPoint 2013 for Windows QRG7 – Creating Slides with SmartArt. To create slides with pictures or videos, see the quick reference guide PowerPoint 2013 for Windows QRG8 – Creating Slides with Pictures and Videos.

Creating a Slide with a Chart

You can create a slide with a chart and take advantage of Excel chart editing tools from within PowerPoint 2013.

Creating a New Slide with a Chart

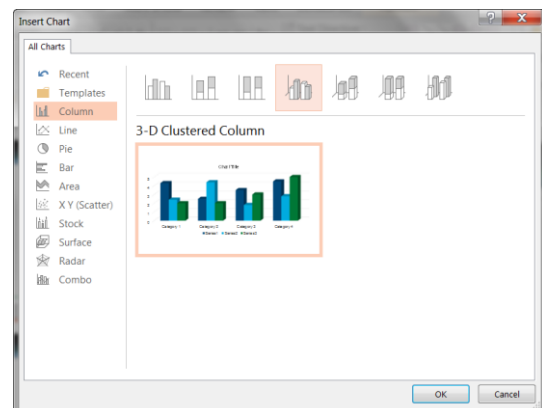
1. Place your cursor on the slide before the location you wish to add the new slide.
2. From the previous slide, click the **Home Tab | New Slide | Title and Content layout** (shown right).
3. From the **New Title and Content** slide just inserted, click on the second of the six object icons in the Content placeholder to insert a chart. The *Insert Chart* dialog box displays (shown lower right).
4. Select the chart type you wish to create. Options include Recent, Template, Column, Line, Pie, Bar, Area, X Y (Scatter), Stock Surface, Radar, and Combo.



After selecting the chart type, PowerPoint checks to see if Excel is open. If not, it will open Excel in memory.

5. The data for the chart is shown in a separate spreadsheet window that resembles Excel, tiled alongside PowerPoint. You need to edit the data in this spreadsheet to provide the data you want to chart. Notice that any changes you make to the spreadsheet data are automatically reflected in the chart.

	A	B	C	D	E
1		Series 1	Series 2	Series 3	
2	Category 1	4.3	2.4	2	
3	Category 2	2.5	4.4	2	
4	Category 3	3.5	1.8	3	
5	Category 4	4.5	2.8	5	
6					
7					
8					
9					



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

Inserting a Chart on an Existing Slide

1. From the slide, click **Insert Tab | Chart**. The *Insert Chart* dialog box displays.
2. Select the chart type you wish to create. After selecting the chart type, PowerPoint checks to see if Excel is open. If not, it will open Excel in memory.
3. The data for the chart is shown in a separate spreadsheet window that resembles Excel, tiled alongside PowerPoint. You need to edit the data in this spreadsheet to provide the data you want to chart. Notice that any changes you make to the spreadsheet data are automatically reflected in the chart. Close the Excel spreadsheet when done entering data.

Copying a Group of Cells from Excel

1. From an Excel worksheet, click the upper-left cell of the grouping that you want to copy, and then drag to select the rows and columns to be copied.
2. On the **Home** tab, click **Copy** or press **Control + C**.
3. In PowerPoint, place your cursor on the slide before the location you wish to add the new slide.
4. From the previous slide, click the **Home Tab | New Slide | Title and Content layout**.
5. From the **New Title and Content** slide just inserted, click on the second of the six object icons in the Content placeholder to insert a chart. The *Insert Chart* dialog box displays.
6. Select the chart type you wish to create. Options include Recent, Template, Column, Line, Pie, Bar, Area, X Y (Scatter), Stock Surface, Radar, and Combo. A chart is inserted with default data in an Excel spreadsheet window.

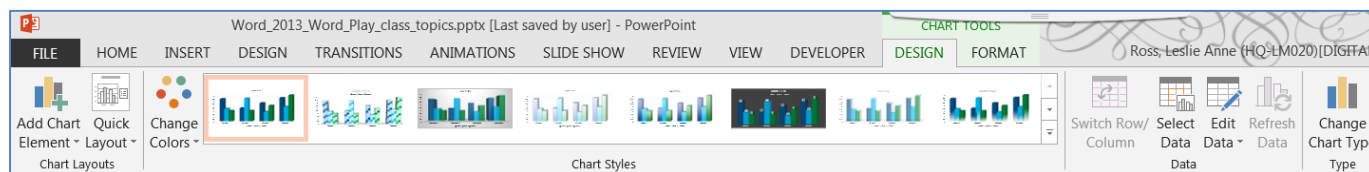
For pie charts, only one data series can be charted.

7. Click into the Excel spreadsheet window that displayed, delete the default data, and paste in your copied data using right-clicking in the first cell of the spreadsheet window, and selecting **Paste Special | Text | Ok**.
8. Adjust the borders of the data being included in the spreadsheet to include the newly inserted content.
9. Close the spreadsheet window when done editing the data.

Modifying Charts

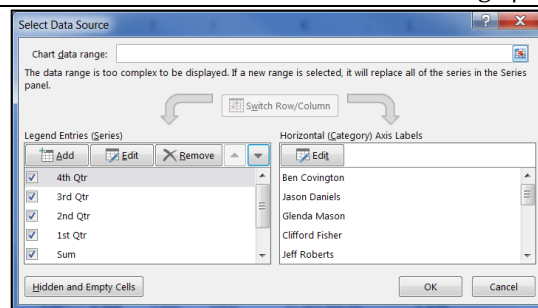
Use the **Chart Tools Design Tab** and the **Chart Tools Format Tab** to modify the chart. Click into the chart to display the **Chart Tools Tabs**.

Chart Tools Design Tab: Chart Layouts, Chart Styles, Data, and Type



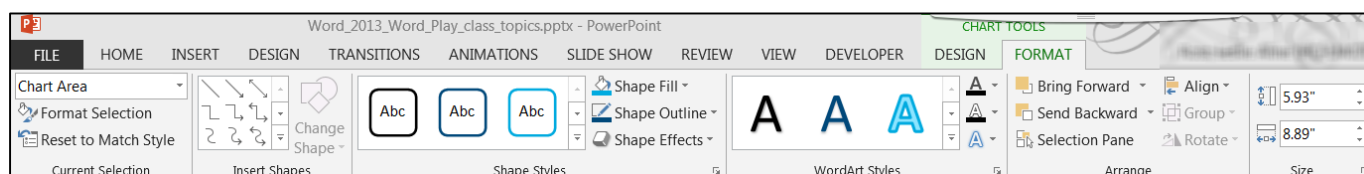
1. Select the Chart by single clicking within the chart.
2. With the chart selected, click the **Chart Tools Design Tab** to display the tools.
3. From the **Chart Tools Design Tab**, make the following edits as needed:
 - a. Click **Add Chart Elements** to change the Axes, Axis Titles, Chart Titles, Data Labels, Data Table, Error Bars, Gridlines, Legend, Lines (if applicable), Trend line or Up/Down Bars.
 - b. Click **Quick Layout** to change the overall design of the chart.
 - c. Click **Change Colors** to adjust the colors used for the data bars, lines, etc.
 - d. Select from the available **Chart Styles** to change the design.
 - e. Click **Switch Row/Column** to swap the data over the axis.
 - f. Click **Select Data** to adjust the data incorporated into the chart. The *Select Data Source* dialog box displays (shown next page). Use the dialog box to make the following edits to the Legend Entries (series):

- (1) Click **Add** to include another data series.
- (2) Click **Edit** to change the selected data series.
- (3) Click **Remove** to delete a data series.
- (4) Click the **Up/Down arrows** to move a data series up or down in the chart.
- (5) Click **Switch Row/Column** to swap the data over the axis.
- (6) Click **Edit** in the *Horizontal (Category) Axis Labels* to adjust the Axis series data range.



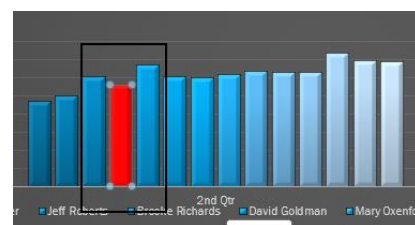
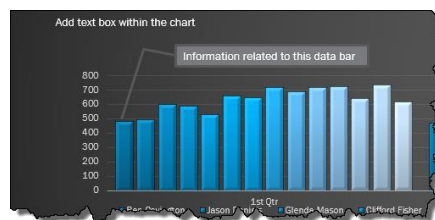
- g. Select **Edit Data** to display the Excel spreadsheet window and edit the content.
- h. Click **Change Chart Type** to select a different format. The *Insert Chart* dialog box display. Select the new chart type and click **OK**.

Chart Tools Format Tab: Current Selection, Insert Shapes, Shape Styles, WordArt Styles, Arrange and Size



Use the **Format** tools to customize the various elements of the chart.

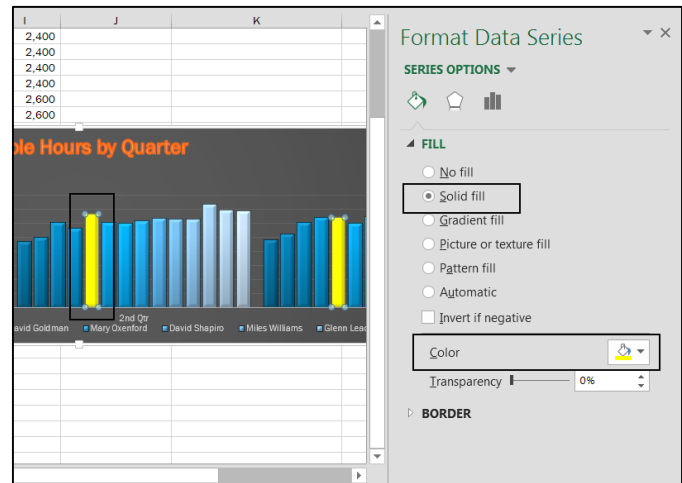
1. Select the Chart by single clicking within the chart.
2. With the Chart selected, click the **Chart Tools Design Tab** to display the tools.
3. Click the drop-down list arrow for the first field and select the area to be formatted. You can also click on the chart to select the part to be edited and then click **Format Selection**.
4. Make the following edits as needed:
 - a. To add a shape or text box within the chart area click a shape in the **Insert Shapes** options. This example includes both a text box and a callout box with text inserted.
 - b. To highlight a single column bar in your chart (example below), double-click the bar and then click the **Shape Fill**, **Shape Outline** and **Shape Effects** buttons to adjust the design.
 - c. To edit the text for a series or title, select the object in the chart and click the **WordArt style**, **Text Fill**, **Text Outline** or **Text Effects** button.



Formatting Chart Elements

1. Select the chart by single clicking within the chart.
2. Right-click on an element in the chart. In this example, we will change the color of a data series.
3. From the right-click shortcut menu click **Format Data Series**. The *Format Data Series* task pane displays to the right (shown right).

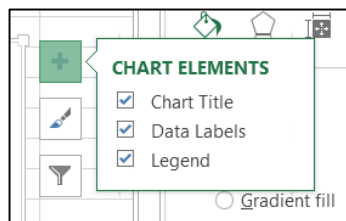
The Format button is linked to the element selected in the chart. If you right-click on the Legend, the option will be to Format Legend, if you click on the background of the chart, the option will be to Format Chart Area, and so on.



4. Use the **Series Options** to change the fill color and/or line color.
5. Click the "X" in the upper right corner to close the Task Pane.

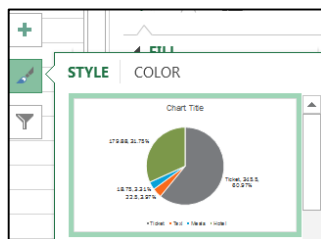
Charts now include icons to refine the Chart Elements, Styles and Filters.

Chart Elements



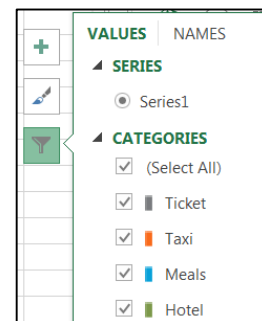
The new **Chart Elements** icon replaces the Layout tab from earlier versions of Excel. Click the plus sign and then click to select/deselect the checkboxes for the chart element you want to add or delete, respectively.

Chart Styles



The new **Chart Styles** icon provides tools to change the way a chart looks by applying predefined styles or colors.

Chart Filter



The last icon, **Chart Filters**, lets you quickly add and remove values from the charted data displayed.

Formatting Chart Data Labels

Chart Data Labels can now be enhanced with object formatting for the fill color, border and effects. This enables you to highlight a particular data point in the chart.

- Include rich and refreshable text from data points or any other text in the data labels.
- Data labels stay in place, even when users switch to a different type of chart.
- Can connect them to their data points with leader lines on all charts, not just pie charts.

1. Select the chart by single clicking within the chart.
2. Click the **Chart Elements** button displayed to the right of the chart (shown below).
3. Select **Data Labels** from the drop-down list.
4. Right-click on one of the data labels, and click **Format Data Labels**. The *Format Data Labels Task Pane* displays to the right (shown above).
5. Customize the formatting for the Data Labels. In the example above, the data label has red font with a larger font size and a white background.
6. Click the "X" in the upper right corner of the Task Pane to close it.

